

**U.S. DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION  
OFFICE OF POLICY AND LEGISLATION  
EXPERIENCED ATTORNEY, GS-13/14/15  
07-CRM-OPL-013**

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**About the Office:** The Office of Policy and Legislation coordinates the development of the Division's legislative agenda and its review of pending legislation and Congressional testimony; supports and coordinates the Division's sentencing and federal rules programs; and analyzes crime policy and program issues.

**Responsibilities and Opportunity Offered:** The Office is seeking an experienced attorney to work as part of the team that coordinates the Division's review of proposed legislation and Congressional testimony, and helps develop its legislative agenda. The incumbent will also assist with the coordination of the Department's sentencing policy, including developing the Department's annual agenda of amendments to the federal sentencing guidelines and assessing guideline amendment proposals under consideration by the U.S. Sentencing Commission. Finally, the incumbent will help support the development and review of draft proposed amendments to the Federal Rules of Criminal Procedure.

**Qualifications:** **Required qualifications:** Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia, and have at least three years of post-JD experience. Applicants must possess excellent analytical and writing skills and a working knowledge of federal criminal law and procedure.

**Preferred qualifications:** Federal criminal trial experience preferred; legislative drafting experience and/or experience working in the legislative branch desirable. Federal judicial clerkship also desirable.

**Travel:** Travel will be required infrequently.

**Salary Information:** Current salary and years of experience determine the appropriate salary level.  
GS-13 \$79,397 - \$103,220 per annum  
GS-14: \$93,822 - \$121,967 per annum  
GS-15: \$110,363 - \$143,471 per annum

**Location:** Washington, D.C.

**Relocation Expenses:** Relocation expenses are not authorized.

**Submission process and Deadline Date:** To apply for this position, please submit a resume and/or OF-612 (Optional Application for Federal Employment), a current SF-171 (application for Federal Employment), a writing sample (no longer than 10 pages) and a current performance

appraisal, if applicable to:

Jonathan Wroblewski  
Director, Office of Policy and Legislation  
Criminal Division  
U.S. Department of Justice  
Room 7716, Main Justice  
Washington DC 20530

Or e-mail to:

[Lynn.Lappin@usdoj.gov](mailto:Lynn.Lappin@usdoj.gov)

No telephone calls, please. Applications must be received by September 17, 2007.

**Internet Sites:**

This and other attorney vacancy announcements can be found on the Internet at:  
<http://10.173.2.12/oarm/attvacancies.html>

For more information about the Criminal Division, please visit the Criminal Division Web page at: <http://www.usdoj.gov/criminal/criminal-home.html>

**Department Policies:**

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the Department to achieve a drug-free workplace, and the person selected will be required to pass a drug test to screen for illegal drug use. Employment is also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced.